

DOS PALOS CITY COUNCIL

REGULAR MEETING AGENDA

City-County Building, 1554 Golden Gate Avenue
Dos Palos, California, USA

Tuesday, February 21, 2023

Closed Session 5:30pm

Open Session 6:00pm

A. CALL TO ORDER:

by Mayor April Hogue

1. Roll Call:

by City Clerk Ysidro Garcia

B. Adjourn to Close Session

1. Conference with Legal Counsel per California Government Code 54957(b)(1):
Personnel: City Manager Performance Evaluation.

C. Reconvene in Open Session

1. Flag Salute:

by Councilmember Debbie Orlando

2. Invocation:

by Councilmember Thomas Pigg

3. Urgency Additions or Deletions:

Requires urgency and four affirmative votes

4. Public Comment: *At this time, anyone present may comment upon any city-related business item, which is not on this agenda. Please state your name and address for the record. Please be concise and avoid repetition. The mayor may limit you to one presentation not to exceed two minutes in length. State law now requires at least twice as much time be allotted to a member of the public who utilizes a non-English translator. Action, if necessary, is limited to staff referral, or with special conditions, placement on a future agenda.*

D. COMMENDATIONS, PRESENTATIONS, and PROCLAMATIONS.

Recognizing Circle K as the City of Dos Palos
Recycler of the Year.
Billie Miller, Mid Valley Disposal.

Presentation

Brown Act Workshop.
Michael Linden, Lozano Smith.

Presentation

E. CONSENT CALENDAR:

Action

1. Approval of the Pre-Paid for January 2023.
2. Approval of the Warrants for February 2023.
3. Approval of the Treasurer's Report for September 2022.
4. Approval of the Minutes of the January 17, 2023 Regular Meeting.

F. BUSINESS:

1. Ordinance 436, Defining and Establishing Smoke Shops in Title 17 of the D.P.M.C. Waive Second Reading
Second Public Hearing
Adoption
2. Resolution 2023-02, Authorizing the City of Dos Palos To Accept Grant Funds from the State of California, Department of Justice, Tobacco Law Enforcement Grant Program. Report/Discussion
Action
3. Resolution 2023-03, Adopting Rules and Procedures for City Council Meetings. Report/Discussion
Action
4. Adopt New Job Description and Salary Schedule for Recreation Supervisor and New Job Description for Director of Community Development. Report/Discussion
Action
5. Consider Appointing One Council Member to Serve on the League of California Cities Central Valley Division Executive Committee and One Council Member to Serve as an Alternate. Report/Discussion
Action
6. Mid-Year Budget Review. Information

G. CORRESPONDENCE, EVENTS, COUNCIL & STAFF REPORTS:

H. ADJOURNMENT *in memory of local departed:*

Vitoria Barroso 91
Joan Lima 78
Michael Enns 73
Maria Patina 72
Sharon Leroux 62
Cindy Jensen 57
Michelle Teltow 40

Disclosures and Information:

The 97th City Council consists of Mayor April Hogue, Mayor pro Tempore Armando Bravo, Councilmember Thomas Pigg, Councilmember Debbie Orlando, and Councilmember Marcus Porter. The 45th Council Session is now in session and ends on November 15, 2024. The next available numbers of record are Ordinance #437 and Resolution 2023-04. Per 54954.2(a)(1), the City's website cityofdospalos.org may be down intermittently or temporarily for maintenance or repairs.

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2174 Blossom Street, Dos Palos CA 93620, (209) 392-2174, email:
cityofdp@cityofdp.com

CITY OF DOS PALOS



2022 Recycler of the Year Award

CIRCLE K

for contributing to environmental stewardship through recycling,
conservation, and dedication for reducing waste

Pre-Paid Listing Jan 2023

22114 Co Power	01/17/2023	\$	388.10
22116 Keenan & Assoc	01/17/2023	\$	2,163.01
22121 Ford Motor	01/23/2023	\$	10,229.64
			<hr/>
		\$	12,364.95

BR-Board Audit (02/15/2023 - 4:21 PM)

Warrant Listing - Feb 2023

22131 Academy West Ins	2/15/2023	\$	15.00
22132 Aramark	2/15/2023	\$	498.38
22133 Arata,Swingle,Va	2/15/2023	\$	542.50
22134 AT&T	2/15/2023	\$	381.65
22135 Lozano Smith Att	2/15/2023	\$	1,450.00
22136 AutoZone, Inc.	2/15/2023	\$	854.50
22137 Baker, Manock &	2/15/2023	\$	227.00
22139 Bankcard Center	2/15/2023	\$	196.02
22140 Bankcard Center	2/15/2023	\$	95.23
22142 Gordon Bonds	2/15/2023	\$	106.66
22143 Bonds & Son Sept	2/15/2023	\$	250.00
22144 Pamela Burbach	2/15/2023	\$	87.00
22145 Bureau of Reclam	2/15/2023	\$	1,458.00
22146 California Assoc	2/15/2023	\$	250.00
22147 Caltronics Busin	2/15/2023	\$	1,749.88
22148 Casey Moving Sys	2/15/2023	\$	45.00
22149 Central Californ	2/15/2023	\$	3,525.00
22150 Cintas	2/15/2023	\$	517.81
22151 Cintas	2/15/2023	\$	633.82
22152 Cintas	2/15/2023	\$	207.60
22153 City of Dos Palo	2/15/2023	\$	1,500.00
22154 Comcast	2/15/2023	\$	1,009.75
22155 CSG Consultants,	2/15/2023	\$	5,134.97
22156 Department of Tr	2/15/2023	\$	159.04
22157 Dos Palos Fire D	2/15/2023	\$	225.00
22158 Electric Drives,	2/15/2023	\$	4,413.91
22159 ERS Industrial S	2/15/2023	\$	95,070.00
22160 Far West Laborat	2/15/2023	\$	2,234.00

22161 Ford Motor Credi	2/15/2023	\$	3,343.94
22162 Fresno Mobile Ra	2/15/2023	\$	350.00
22163 Frontier Communi	2/15/2023	\$	60.24
22164 Gall's , an Aram	2/15/2023	\$	203.82
22165 Ernestina Garcia	2/15/2023	\$	45.00
22166 GovInvest, Inc.	2/15/2023	\$	5,000.00
22167 Great America Fi	2/15/2023	\$	471.49
22168 Hawks & Associat	2/15/2023	\$	9,020.00
22169 HCL Machine Work	2/15/2023	\$	174.98
22170 Home Depot Credi	2/15/2023	\$	3,341.36
22171 Ingraham Trophie	2/15/2023	\$	98.44
22172 JG Hardware Stor	2/15/2023	\$	278.37
22172 JG Hardware Stor	2/15/2023	\$	26.06
22173 Justin's Tire an	2/15/2023	\$	21.72
22174 Kellogg's Supply	2/15/2023	\$	68.19
22175 League of Califo	2/15/2023	\$	4,699.00
22176 Liebert Cassidy	2/15/2023	\$	3,698.00
22177 Steven Maldonado	2/15/2023	\$	61.14
22178 Marlin Business	2/15/2023	\$	661.64
22179 McCrometer Inc.	2/15/2023	\$	1,722.93
22180 Melin Enterprise	2/15/2023	\$	650.00
22181 Mid Valley Dispo	2/15/2023	\$	51,648.90
22182 Mid Valley IT	2/15/2023	\$	11,893.32
22183 Midway Community	2/15/2023	\$	8,253.76
22184 N & S Tractor Co	2/15/2023	\$	740.15
22185 Napa Auto Parts	2/15/2023	\$	36.69
22186 Nicoletti Oil In	2/15/2023	\$	7,919.57
22187 Northstar Chemic	2/15/2023	\$	2,985.17
22188 NTU Technologies	2/15/2023	\$	11,835.85
22189 Orozco Yard Main	2/15/2023	\$	815.00

22190 Pace Supply Corp	2/15/2023	\$	2,819.62
22191 Pacific Gas & El	2/15/2023	\$	28,197.41
22192 Pegboard	2/15/2023	\$	987.44
22193 Pinnacle Healthc	2/15/2023	\$	80.00
22194 Quad Knopf	2/15/2023	\$	17,524.15
22195 Quantum FSD, Inc	2/15/2023	\$	124.95
22196 Red Triangle Oil	2/15/2023	\$	1,222.00
22197 Redstone Constru	2/15/2023	\$	119,866.50
22198 Richard Martorel	2/15/2023	\$	587.50
22199 Safe T Lite	2/15/2023	\$	704.55
22200 San Luis & Delta	2/15/2023	\$	15,049.08
22201 Brooke Silva	2/15/2023	\$	55.49
22202 Simpot Grower So	2/15/2023	\$	3,995.10
22203 Smile Business P	2/15/2023	\$	110.67
22204 Sorensen's True	2/15/2023	\$	57.60
22205 South Dos Palos	2/15/2023	\$	4,362.77
22206 Sparkletts	2/15/2023	\$	118.91
22207 Springbrook Hold	2/15/2023	\$	775.00
22208 State Foods Supe	2/15/2023	\$	51.54
22209 Sunrun Installat	2/15/2023	\$	1,500.00
22210 SWRCB	2/15/2023	\$	65.00
22211 Technicon Engine	2/15/2023	\$	1,682.50
22212 The Office City	2/15/2023	\$	591.89
22213 The Westside Exp	2/15/2023	\$	60.00
22213 The Westside Exp	2/15/2023	\$	50.00
22214 Trans-Rock Truck	2/15/2023	\$	7,783.92
22215 United Rentals	2/15/2023	\$	1,719.91
22216 USABlue Book	2/15/2023	\$	7,333.03
22217 USDA, Service Ce	2/15/2023	\$	4,251.23
22218 Utility Service	2/15/2023	\$	3,595.16

22219 Verizon Wireless	2/15/2023	\$	1,051.87
22220 Westamerica Bank	2/15/2023	\$	1,503.84
22221 Westamerica Bank	2/15/2023	\$	741.92
22222 Westside Truck R	2/15/2023	\$	829.54
22223 Bankcard Center	2/15/2023	\$	303.27
22224 Bankcard Center	2/15/2023	\$	161.58
		\$	482,877.39

BR-Board Audit (02/15/2023 - 3:12 PM)

**CITY OF DOS PALOS
CASH FLOW REPOT
SEPTEMBER, 2022**

BEGINNING BALANCE:	879,148.35
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REVENUES RECEIVED:	
GENERAL FUND	261,536.51
WATER DEPOSIT	750.00
UTILITIES	293,845.58

TOTAL REVENUES RECEIVED:	556,132.09
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EXPENDITURES:	
PAYROLL	692.60
DIRECT DEPOSIT PAYROLL	116,736.67
WARRANTS	474,298.49

TOTAL EXPENDITURES:	591,727.76
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BEGINNING BALANCE:	879,148.35
TOTAL REVENUES:	556,132.09
TOTAL EXPENDITURES:	-591,727.76
CREDIT CARD CHARGES:	-2,124.44
ANALYSIS CHARGE:	-231.59
PERS ADJ	519.52
BLUEFIN PAYMENT	-9.95
RELX INC. DBALEXI	50.00
CASH OVER	25.81
PERS LATE FEE	-200.00
PERS ADJ	-2052.47
VOID CKS(19980,20569,21086,21286)	1190.79

TOTAL CASH FLOW BALANCE:	840,720.35
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CITY TREASURER

**CITY OF DOS PALOS
WESTAMERICA BANK RECONCILIATION
SEPTEMBER, 2022**

STATEMENT ENDING BALANCE: 891,138.67

COMPUTER WARRANTS OUTSTANDING:

17311 ANICETO VALDEZ	25.00
17891 TORIBIO MARTINEZ	143.53
18120 JUAN RODRIGUEZ	8.00
18153 EMPLOYEE CHECK	17.40
18211 BOBBY MARTINEZ	104.39
18292 GORDON BONDS	14.62
18345 FREDDY SINGH	10.61
18371 NORMA SHEPPARD	82.80
18639 ALMA INFANTE	48.02
18641 LAMEXICANA	16.80
18868 SANDRA GONZALEZ	16.80
18963 JANEEN COLEMAN	35.40
19099 MERCED COUNTY PUBLIC WORKS	850.34
19172 BOWNELLS INC	179.31
19273 FORREST ATKINS	33.00
19305 JG HARDWARE STORE	18.16
19394 BANKCARD CENTER	543.94
19497 RICARDO AGUILAR	4.49
19498 GIOVONNI CASTANEDA	150.00
19575 JOSE PENA	1.97
19581 LUIS ROMO	49.77
20030 INOCENCIA SANTOS	17.39
20108 ANA DELARROCHA VALDEZ	44.59
20258 STACY & DEAN PECK	31.32
20339 HERIBERTO ESRADA	6.79
20471 JG HARDWARE STORE	5.35
20559 BANKCARD CENTER	1266.60
20827 LAURA'S FUNKY CITZ & NAILS	85.60
20831 DAYMAN MARRINEZ	24.20
20909 SANTIAGO BANUELOS	5.60
21297 N. DOS PALOS WATER DIST	1290.80
21385 ADAM GARIBAY	3.00
21464 FRANCHISE TAX BOARD	380.00
21489 CA POLICE CHIEFS ASSOC.	175.00
21501 DOS PALOS FIRE DEPT	225.00
21503 ELITE UNIFORMS	1098.56

Dos Palos City Council Minutes

January 17th, 2023

- A. CALL TO ORDER:** Mayor April Hogue called a regular meeting of the Dos Palos City Council to order at 5:34 pm in the City-County Building at 1546-1554 Golden Gate Avenue in Dos Palos, California on Tuesday, January 17th 2023.
1. **Roll Call:** City Clerk Ysidro Garcia called Roll finding all City Councilmembers present: Mayor April Hogue, Mayor pro Tem Debbie Orlando, Councilmember Thomas Pigg, Councilmember Armando Bravo, and Councilmember Marcus Porter. Absent: None.
- B. Adjourn to Close Session.**
The meeting was adjourned to closed session at 5:35pm.
1. Conference with Legal Counsel per California Government Code 54954€, 54957(b)(1); Personnel: Chief of Police.
- C. Reconvene to Open Session.**
1. Flag Salute was led by Councilmember Debbie Orlando.
 2. An Invocation Was given by Councilmember Thomas Pigg
 3. Urgency, Additions or Deletions: None.
 4. Public Forum: None

Others Present Included: City Attorney Mike Linden , City Manager Dewayne Jones, Director of Utilities Craig Hackett, Director of Finance Manuela Sousa, Public Works Director Gordon Bonds and numerous others.

D. Commendations, Presentations. And Proclamations.

1. Dispatcher of the Year was presented to Kailey Tucci by Chief Battles.
2. Officer of the Year award was presented to Officer Esparza.
3. Heather Roeme presented the Council with a Presentation about the Preliminary Feasibility Assesment from Syserco Energy Solutions.

E. Consent Calendar:

1. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to approve the Pre-Paids for December , 2022. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
2. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to approve the Warrants for January , 2023. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
3. It was moved by Councilmember and Seconded by Councilmember Bravo to approve the Treasurers Report for July 2022. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
4. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to approve the Minutes of the October 18th 2022 Regular Meeting. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
5. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to approve the Minutes of the December 13th 2022 Regular Meeting. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
6. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to approve the Minutes of the December 20th 2022 Special Meeting. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None

***F.* Buisness.**

1. Following a staff report it was Moved by Councilmember Porter and Seconded by Councilmember Orlando to Waive the First Reading and Introduce Ordinance 436, Defining and Establishing Smoke Shops in Title 17 of the DPMC. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
2. Following a Staff Report it was Moved by Mayor Pro Tem Bravo and Seconded by Councilmember Orlando to adopt Resolution 2023-01, The Annual Local Transportation Fund claim of \$62 690. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.

3. It was moved by Councilmember Orlando and Seconded by Councilmember Pigg to Authorize the City Manager to Sign the Letter of Intent with Syserco Energy Solutions for and Investment Grade Audit. The motion passed 5-0 as follows: AYES: Hogue, Orlando, Pigg, Bravo, and Porter. NOES: None. ABSENTATIONS: None. ABSENT: None.
4. One Voice Trip information will be Revisited another time.

G. Correspondence, Events, Council and Staff Reports:

Various Reports were Presented.

H. Adjournment: The meeting was adjourned at 6:55pm in memory of:

Ruby Miranda 87

Consuelo Martinez 85

Theodore Snyder 82

Richard Ogden 80

Joan Lima 79

Rebecca Hubbell 74

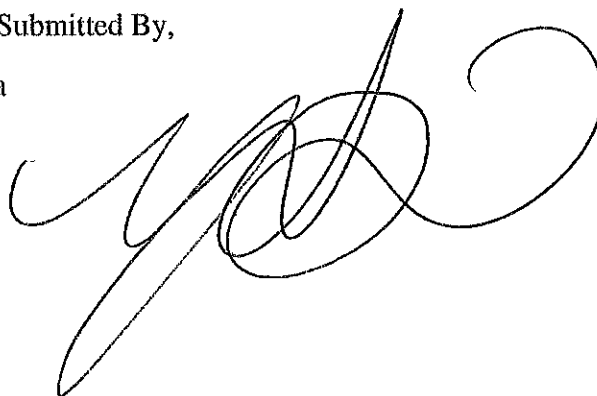
Gennie Collins 57

Marty Elrod 55

Josh Vincent 42

Respectfully Submitted By,

Ysidro Garcia

A handwritten signature in black ink, appearing to be 'Ysidro Garcia', with a large, stylized flourish at the end.

City of Dos Palos

Pursuant to Government Code section 36933(c), the following constitutes a summary of an ordinance introduced on January 17, 2023, and scheduled for adoption on February 21, 2023, by the City Council for the City of Dos Palos at its regular meeting in Dos Palos, California.

A certified copy of the full text of the ordinance is posted and available for review in the City Clerk's Office at 2174 Blossom Street, Dos Palos, California.

This ordinance shall be in full force and effective on the 31st day following its adoption and after publication and posting as required by law.

ORDINANCE NO. 436

AN ORDINANCE OF THE CITY OF DOS PALOS AMENDING TITLE 17 OF THE CITY OF DOS PALOS MUNICIPAL CODE TO ESTABLISH A SMOKE SHOP AS A CONDITIONAL USE WITHIN THE C-2 COMMERCIAL DISTRICT

The proposed ordinance amends sections of the City of Dos Palos Municipal Code to provide the definition of a "smoke shop" for zoning purposes and to establish a smoke shop as a conditional use within the C-2 commercial zoning district.

Published: February __, 2023

Ysidro Garcia, City Clerk

ORDINANCE NO. 436

AN ORDINANCE OF THE CITY OF DOS PALOS AMENDING TITLE 17 OF THE CITY OF DOS PALOS MUNICIPAL CODE TO ESTABLISH A SMOKE SHOP AS A CONDITIONAL USE WITHIN THE C-2 COMMERCIAL DISTRICT

RECITALS

WHEREAS, Title 17 of the Municipal Code governs zoning within the City (hereinafter the "Zoning Code"); and

WHEREAS, Chapter 08 of Zoning Code contains the definitions for zoning within the City; and

WHEREAS, Chapter 34 of Zoning Code contains the permitted and conditional uses for the C-2 Service Commercial District within the City; and

WHEREAS, the Zoning Code does not currently contain a definition for what are commonly known as "smoke shops," which are retailers for the sale of smoking and/or tobacco products, including, but not limited to, cigars, pipe tobacco, and smoking accessories, including tobacco paraphernalia, electric cigarettes, and vapor devices, for off-premises consumption; and

WHEREAS, because the Zoning Code does not currently contain a definition for "smoke shops," such shops are not listed as either a permitted use or a conditional use in any zone within the City; and

WHEREAS, the City Council desires through the passage of this Ordinance to amend the Zoning Code so as provide a definition for "smoke shops" in Chapter 08 and to establish a smoke shop as a conditional use within the C-2 Service Commercial District.

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NOW, THEREFORE, the City Council for the City of Dos Palos hereby ordains as follows:

SECTION 1. FINDINGS

The City Council has duly considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the City Council. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION 2. PURPOSE

The purpose of this Ordinance to Ordinance to amend the Zoning Code in part to provide a definition for "smoke shops," and to establish smoke shops as a conditional use within the C-2 Service Commercial District.

SECTION 3. AMENDMENTS TO MUNICIPAL CODE

Section 2080 of Chapter 08 of Title 17 of the Municipal Code is hereby amended as follows:

"17.08.2080 Smoke shops.

Smoke shops means a retailer whose main or secondary purpose is the sale of smoking and/or tobacco products, including, but not limited to, cigars, pipe tobacco, and smoking accessories, including tobacco paraphernalia, electric cigarettes, and vapor devices, for off-premises consumption at a retail establishment."

Based on the amendment to Section 17.08.2080, the definition of "Sorority," previously contained in Section 17.08.2080, is now contained in Section 17.08.2090.

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Section 030 of Chapter 34 of Title 17 of the Municipal Code (Conditional uses) is hereby amended to add the following subsection as a conditional use:

“O. Smoke shops.”

SECTION 4. VALIDITY OF ORDINANCE

If any article, section, sub-section, sentence, clause, or phrase of this Ordinance is held by a court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions this Ordinance.

SECTION 5. SUMMARY OF ORDINANCE

The City Clerk is hereby directed to cause a summary of this Ordinance to be published by one insertion in a newspaper of general circulation in the County at least five (5) days prior to adoption and again fifteen (15) days after its adoption. If a summary of the Ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed Ordinance to be posted in the office of the City Clerk at least five (5) days prior to the City Council meeting at which the Ordinance is adopted, and again after the meeting at which the Ordinance is adopted. The summary shall be approved by the City Attorney.

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The foregoing Ordinance was adopted this _____ day of _____,
2023, by the following vote.

Mayor Hogue voted: _____

Mayor Pro-Tem Pigg voted: _____

Councilmember Bravo voted: _____

Councilmember Orlando voted: _____

Councilmember Porter voted: _____

Mayor, City of Dos Palos

ATTEST:

City Clerk

Approved as to Legal form:
CITY ATTORNEY

By _____

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RESOLUTION 2023 –02



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOS PALOS AUTHORIZING THE CITY OF DOS PALOS TO ACCEPT GRANT FUNDS FROM THE STATE OF CALIFORNIA DEPARTMENT OF JUSTICE, OFFICE OF THE ATTORNEY GENERAL, TOBACCO LAW ENFORCEMENT GRANT PROGRAM AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH DOJ

WHEREAS, the City of Dos Palos is interested in participating in the Tobacco Law Enforcement Grant Program which is made available through the California Healthcare Research and Prevention Tobacco Tax Act of 2016 (Prop 56) and administered by the California Department of Justice (DOJ) to support local efforts to reduce the illegal sale of tobacco products to minors in the City; and

WHEREAS, following the City's submittal of a proposal for the Program, the DOJ awarded \$44,006 for FY 2023-2024, \$45,765 for FY 2024-2025, and \$47,596 for FY 2025-2026; and

WHEREAS, grant funds will be used for costs related to tobacco enforcement operations, training, and local retailer inspection operations, operating costs, and a Professional Services Agreement with DOJ; and

WHEREAS, in order to be considered eligible to receive grant funding, the City must submit a completed Grant Award Memorandum of Understanding to the State of California DOJ; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Dos Palos that:

SECTION 1. The City Manager or his designated representative is hereby authorized, on behalf of the City, to accept grant funding in the amounts of \$44,006 for FY 2023-2024, \$45,765 for FY 2024-2025, and \$47,596 for FY 2025-2026 from the State of California DOJ.

SECTION 2. The City Manager or his designated representative is hereby authorized, on behalf of the City, to execute a Professional Services Agreement between the City and the State of California DOJ.

RESOLUTION 2023 –03



A RESOLUTION OF THE CITY OF DOS PALOS ADOPTING RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS

WHEREAS, the City of Dos Palos is governed by a five-member City Council consisting of the Mayor, the Mayor pro tem, and the remaining three Councilmembers; and

WHEREAS, the regular meetings of the City Council take place on the third Tuesday of every month; and

WHEREAS, currently the City Council does not have a written set of rules and procedures for its meetings; and

WHEREAS, the City Council desires to adopt the Rules and Procedures for City Council Meetings, attached hereto as Exhibit A, to guide the City Council with the processes and procedures used by the City Council in the conduct of business before this body.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Dos Palos that:

1. That the foregoing Recitals be incorporated by reference into this Resolution.
2. That the City of Dos Palos adopts the Rules and Procedures for City Council Meetings, attached hereto as Exhibit A,

The foregoing Resolution was introduced and moved by _____, which motion was duly seconded by _____, and said motion was adopted on a _____ vote of the members of the City Council present at a regular meeting held on February 21, 2023 by the following votes:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

SIGNED:

APRIL HOGUE
28th Mayor

ATTEST:

YSIDRO GARCIA
City Clerk

CITY OF DOS PALOS

RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS

A. INTRODUCTION

This set of Rules and Procedures is intended to be used as a guide to assist the City Council ("Council") for the City of Dos Palos ("City") with the processes and procedures used by the Council in the conduct of business before this body.

B. MEETING OFFICERS

The officers for a Council meeting shall consist of the Mayor, Mayor Pro-Tem, and three (3) Councilmembers. The role of secretary for a Council meeting shall be held by the City Clerk. The duties associated with the roles are as follows:

1. Mayor: Shall preside over all meetings of the City Council. The Mayor has the right to vote and make a motion on any issue before the City Council.
2. Mayor Pro-Tem: Shall preside over all meetings of the Council in the absence of the Mayor. The Chair Pro-Tem has the right to vote and make a motion on any issue before the Council.
3. City Clerk: The City Clerk or designee will prepare and distribute the agenda and staff reports; call roll; call, track, and tally roll call votes; take and produce minutes of the Council meetings; and perform other such actions necessary to support meetings of the Council.

C. MEETING QUORUM

Three (3) Councilmembers must be present to qualify as a quorum for all meetings of the Council. A meeting cannot be conducted without a quorum of the Council, and a quorum must be present to consider each item on the agenda.

D. ORDER OF PROCEDURE - PUBLIC HEARING GUIDELINES

The following order will be implemented for public hearing items:

- Mayor introduces item for consideration
- Staff presents the item to the Council
- Councilmembers pose questions to Staff
- Mayor opens public hearing
- Mayor invites applicant or proponent to provide comments and/or presentation
- Councilmembers pose questions to applicant or proponent

- Mayor invites public comment in support of the item
- Mayor invites public comment in opposition to the item
- Mayor may offer applicant a final rebuttal to public testimony
- Mayor closes public hearing
- Mayor invites Staff to make any clarifying comments regarding public testimony
- Councilmembers deliberate on the item
- Mayor invites a motion and second if not already made
- City Clerk conducts roll call vote
- Mayor announces outcome of vote and decision

E TESTIMONY DURING PUBLIC HEARINGS

The public may comment on any public hearing item considered by the Council after the public hearing is opened. Each person addressing the Council is requested, but not required, to give his/her name and address in an audible tone of voice for the record. Unless additional time is granted by the Mayor, all remarks shall be limited to three (3) minutes and shall be addressed to the Council as a whole. The Mayor may limit repetitive testimony in the interest of time. Only Councilmembers, or the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, except through the Chair. Any person who wishes to address any member of Staff shall do so through the Mayor and not pose questions or remarks to Staff directly.

F. NON-PUBLIC HEARING ITEMS

The public may also comment on any item on the Agenda that will be considered by the Council for action even if a noticed public hearing is not required. The Mayor may also allow public comment on Agenda items where no action will be taken.

G. APPROVAL OF MOTIONS

1. For any motion made in the conduct of business by the Council following a noticed public hearing, three (3) "Yes" votes are required to pass the motion, regardless of the number of Councilmembers in attendance. For all other matters, a majority vote of the quorum is sufficient to take action.
2. A conclusive/affirmative vote on each item preferred. If a motion that has been made and seconded does not pass with a minimum of 3 votes, the motion fails. The Mayor will then encourage an alternate motion with the objective of conclusively stating the Commission's position, rather than allowing the proceedings to stop after the failure of the motion. If a motion that has been made and seconded to approve a project fails to achieve three "yes" votes, Councilmembers are encouraged to consider making an alternate motion to deny the project.

Where only 4 members are present, a motion having 2 votes in favor and 2 votes against shall be considered no action.

H. ABSTENTIONS

Prior to taking action on any item at a noticed public hearing, the Council must receive and weigh all presented evidence and testimony. In cases where a Councilmember is not present for public testimony on an item, the Councilmember should abstain from voting. A Councilmember shall not abstain from voting except as noted on the record, or where the Councilmember identifies a conflict of interest on the record.

RECREATION SUPERVISOR

\$53,373 - \$64,875

Grant Funded

SUMMARY DESCRIPTION

Under direction, to actively participate in developing and implementing a wide range of programs that foster youth development that includes, recreation activities, health and fitness programs, and special events; to participate in community problem solving and have the ability to be flexible and change plans based on the needs of the served population; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Recreation Supervisor is expected to exercise judgment and initiative in their coordination of assigned specialized programs. This position develops and implements a wide range of programs that foster youth development including, recreation activities, health and fitness programs, and special events.

REPORTS TO

Director of Finance/HR or designee.

CLASSIFICATION SUPERVISED

Exercise general supervision over part-time and contract employees and volunteers; as the Department grows, opportunities may be available in the future to supervise full-time employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manage recreation programs, plan, organize, evaluate, and implement programs, classes, activities, and special events for youth that foster their development, healthy living, cultural unity and community identity.
2. Research trends, demographics and needs of youth to evaluate current programs and plan strategically for the future.
3. Develop, implement, and monitor a program budget and prudently allocate resources to accomplish program activities; make resource allocation decisions based on program needs for personnel, equipment and materials.
4. Develop public relations materials and develop strategic alliances with media for the marketing of programs and promotion of the benefits of youth programs to the participants and the community.
5. Work cooperatively with community organizations and agencies to build coalitions that will improve services and programs.
6. Prepare and present verbal and written reports to governmental agencies and community groups.

7. Participate in the selection, scheduling, work coordination, training and evaluation of part-time and contract employees and volunteers.
8. Monitor the day-to-day operations of programs and events, including making site visits, handling and resolving complaints and ensuring that programs and events have required materials and supplies.
9. Perform related duties as required.

Knowledge of:

Operations, services, and activities of a recreation program.

The wants and needs of the community and building partnerships and programs that will benefit the youth of the community.

The theories, principles, and practices common to the field of youth development and recreation management.

Principles and techniques of directing group, social and recreational activities.

Principles and practices of effective supervision, training, employee motivation and team building;

Understanding of cultural diversity and how it is pertinent to working with youth, and their families.

Methods and techniques of first aid.

Methods and techniques of conflict resolution.

Techniques used in public relations and customer services practices. Financial record keeping practices as applied to recreation programs. Pertinent federal, state, and local laws, codes, and safety regulations.

Principles and practices of managing recreational programs at community parks, recreation centers, and athletic facilities.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Understand community needs in a variety of recreation services areas.

Work with local groups and organizations.

Be creative, reliable and a self-starter.

Think clearly, quickly and accurately.

Follow directions.

Multi-task to handle competing priorities and demands.

Facilitate employee and community groups to work effectively and collaboratively

Empower youth in the planning and leadership of youth activities

Monitor program results demonstrating outcomes both qualitatively and collaboratively.

Organize, plan, and facilitate events and activities.

Inventory and order supplies, equipment and materials.

Interpret and enforce policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Education/Experience

Completion of an associate's degree, or equivalent, with major course work in recreation or a related field and 3 years of experience organizing recreation programs or completion of a bachelor's degree, or equivalent, with major coursework in recreation or a related field and 1 year of experience organizing recreation programs.

License or Certificate:

Possession of an appropriate California Driver License.

Special Requirements:

Ability to work days, evenings, and weekends as required.

Environment: Work is performed in office and recreation facility environments; work may be performed outside; work in varying temperatures and adverse weather and humidity conditions; frequent contact with other City staff and the public and work a flexible shift schedule with variable days off and perform on-call and/or standby duties.

Physical: Primary functions require sufficient physical ability and mobility to work in an office, outside and recreation facility environment; frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination in order to participate in a full range of recreational activities; to walk on sloped ground and slippery and uneven surfaces; ability to lift material weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; operate motorized equipment and use of office equipment including computers, telephones, calculators, copiers and fax.

City of Dos Palos
Salary Schedule
Approved & Adopted by City Council on February 21, 2023
Fiscal Year July 1, 2023 – June 30, 2024

POSITIONS	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Chief of Police	\$ 84,042.00	\$ 87,404.00	\$ 90,900.00	\$ 94,536.00	\$ 98,317.00	\$ 102,250.00	\$ 106,340.00	
Director of	\$ 7,003.00	\$ 7,284.00	\$ 7,575.00	\$ 7,878.00	\$ 8,193.00	\$ 8,521.00	\$ 8,862.00	
Finance	\$ 3,501.50	\$ 3,642.00	\$ 3,787.50	\$ 3,939.00	\$ 4,096.50	\$ 4,260.50	\$ 4,431.00	
Utilities	\$ 40.40	\$ 42.02	\$ 43.70	\$ 45.45	\$ 47.27	\$ 49.16	\$ 51.13	
Public Works								
Recreation	\$ 53,373.00	\$ 55,508.00	\$ 57,728.00	\$ 60,037.00	\$ 62,438.00	\$ 64,936.00		
Supervisor	\$ 4,448.00	\$ 4,626.00	\$ 4,811.00	\$ 5,003.00	\$ 5,203.00	\$ 5,411.00		
(Grant Funded)	\$ 2,224.00	\$ 2,313.00	\$ 2,405.50	\$ 2,501.50	\$ 2,601.50	\$ 2,705.50		
Monthly	\$ 25.66	\$ 26.68	\$ 27.74	\$ 28.86	\$ 30.01	\$ 31.21		
Hourly								
Reserve Officer	\$ 15.50	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	
Fire Marshal	\$ 25.00							
Hourly								
Recreation	\$ 15.50	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	
Coordinator								
Dispatchers	\$ 15.82	\$ 16.45	\$ 17.11	\$ 17.79	\$ 18.50	\$ 19.24	\$ 20.01	
Animal Control-	\$ 17.31	\$ 18.01	\$ 18.73	\$ 19.48	\$ 20.26	\$ 21.07	\$ 21.91	
Custodian-Code								
Enforcer								

City of Dos Palos
Salary Schedule

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POSITIONS		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Bookkeeper	Annual	\$39,494.00	\$41,073.00	\$42,716.00	\$44,425.00	\$46,202.00	\$48,050.00	\$49,972.00	\$51,971.00
	Monthly	\$3,291.00	\$3,423.00	\$3,560.00	\$3,702.00	\$3,850.00	\$4,004.00	\$4,164.00	\$4,331.00
	Semi-Monthly	\$1,645.50	\$1,711.50	\$1,780.00	\$1,851.00	\$1,925.00	\$2,002.00	\$2,082.00	\$2,165.50
	Hourly	\$18.99	\$19.75	\$20.54	\$21.36	\$22.21	\$23.10	\$24.02	\$24.99
Dispatcher Supervisor	Annual	\$42,125.00	\$43,810.00	\$45,562.00	\$47,384.00	\$49,279.00	\$51,250.00	\$53,300.00	
	Monthly	\$3,510.00	\$3,651.00	\$3,797.00	\$3,949.00	\$4,107.00	\$4,271.00	\$4,442.00	
	Semi-Monthly	\$1,755.00	\$1,825.50	\$1,898.50	\$1,974.50	\$2,053.50	\$2,135.50	\$2,221.00	
	Hourly	\$20.25	\$21.06	\$21.90	\$22.78	\$23.69	\$24.64	\$25.63	
Maintenance I	Annual	\$40,805.00	\$42,436.00	\$44,133.00	\$45,898.00	\$47,734.00	\$49,643.00	\$51,629.00	
	Monthly	\$3,400.00	\$3,536.00	\$3,678.00	\$3,825.00	\$3,978.00	\$4,137.00	\$4,302.00	
	Semi-Monthly	\$1,700.00	\$1,768.00	\$1,839.00	\$1,912.50	\$1,989.00	\$2,068.50	\$2,151.00	
	Hourly	\$19.62	\$20.40	\$21.22	\$22.07	\$22.95	\$23.87	\$24.82	
Maintenance II	Annual	\$45,505.00	\$47,327.00	\$49,220.00	\$51,189.00	\$53,237.00	\$55,366.00	\$57,581.00	
	Monthly	\$3,792.00	\$3,944.00	\$4,102.00	\$4,266.00	\$4,436.00	\$4,614.00	\$4,798.00	
	Semi-Monthly	\$1,896.00	\$1,972.00	\$2,051.00	\$2,311.00	\$2,218.00	\$2,307.00	\$2,399.00	
	Hourly	\$21.88	\$22.75	\$23.66	\$24.61	\$25.59	\$26.61	\$27.67	
Maintenance III	Annual	\$50,778.00	\$52,815.00	\$54,928.00	\$57,125.00	\$59,410.00	\$61,786.00	\$64,257.00	
	Monthly	\$4,232.00	\$4,401.00	\$4,577.00	\$4,760.00	\$4,951.00	\$5,149.00	\$5,355.00	
	Semi-Monthly	\$2,116.00	\$2,200.50	\$2,289.00	\$2,380.00	\$2,475.50	\$2,574.50	\$2,677.50	
	Hourly	\$24.41	\$25.39	\$26.41	\$27.47	\$28.57	\$29.71	\$30.90	
Utility Operator-Trainee	Annual	\$45,505.00	\$47,327.00	\$49,220.00	\$51,189.00	\$53,237.00	\$55,366.00	\$57,581.00	
	Monthly	\$3,792.00	\$3,944.00	\$4,102.00	\$4,266.00	\$4,436.00	\$4,614.00	\$4,798.00	
	Semi-Monthly	\$1,896.00	\$1,972.00	\$2,051.00	\$2,311.00	\$2,218.00	\$2,307.00	\$2,399.00	
	Hourly	\$21.88	\$22.75	\$23.66	\$24.61	\$25.59	\$26.61	\$27.67	

City of Dos Palos
Salary Schedule
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POSITIONS	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Utility Operator	Annual Monthly Semi- Monthly Hourly \$50,778.00 \$4,232.00 \$2,116.00 \$24.41	\$52,815.00 \$4,401.00 \$2,200.50 \$25.39	\$54,928.00 \$4,577.00 \$2,289.00 \$26.41	\$57,125.00 \$4,760.00 \$2,380.00 \$27.47	\$59,410.00 \$4,951.00 \$2,475.50 \$28.57	\$61,786.00 \$5,149.00 \$2,574.50 \$29.71	\$64,257.00 \$5,355.00 \$2,677.50 \$30.89	
Lead Utility Operator	Annual Monthly Semi- Monthly Hourly \$59,888.00 \$4,991.00 \$2,495.00 \$28.80	\$62,284.00 \$5,190.00 \$2,595.00 \$29.96	\$64,775.00 \$5,398.00 \$2,699.00 \$31.15	\$67,366.00 \$5,614.00 \$2,807.00 \$32.40	\$70,060.00 \$5,838.00 \$2,919.00 \$33.69	\$72,862.00 \$6,072.00 \$3,036.00 \$35.03	\$75,776.00 \$6,315.00 \$3,157.50 \$36.43	
Police Officer	Annual Monthly Semi- Monthly Hourly \$49,543.00 \$4,121.00 \$2,060.50 \$23.81	\$51,524.00 \$4,294.00 \$2,147.00 \$24.76	\$53,585.00 \$4,465.00 \$2,232.50 \$25.75	\$55,728.00 \$4,644.00 \$2,322.00 \$26.78	\$57,957.00 \$4,830.00 \$2,415.00 \$27.86	\$60,275.00 \$5,023.00 \$2,511.50 \$28.96	\$62,686.00 \$5,224.00 \$2,612.00 \$30.11	\$65,193.00 \$5,432.00 \$2,716.00 \$31.31
Lieutenant	Annual Monthly Semi- Monthly Hourly \$76,253.00 \$6,354.00 \$3,177.00 \$36.66	\$79,303.00 \$6,609.00 \$3,340.50 \$38.13	\$82,475.00 \$6,873.00 \$3,436.00 \$39.66	\$85,774.00 \$7,148.00 \$3,574.00 \$41.25	\$89,205.00 \$7,434.00 \$3,717.00 \$42.90	\$92,773.00 \$7,731.00 \$3,865.50 \$44.62	\$96,484.00 \$8,040.00 \$4,020.00 \$46.39	
City Manager	Annual Monthly Semi- Monthly Hourly \$106,340.00 \$8,862.00 \$4,431.00 \$51.13	\$110,594.00 \$9,216.00 \$4,608.00 \$53.17	\$115,018.00 \$9,585.00 \$4,792.00 \$55.30	\$119,619.00 \$9,968.00 \$4,984.00 \$57.51	\$124,404.00 \$10,367.00 \$5,183.50 \$59.81	\$129,380.00 \$10,782.00 \$5,391.00 \$62.20	\$134,555.00 \$11,213.00 \$5,606.50 \$64.69	
Sergeant	Annual Monthly Semi- Monthly Hourly \$81,540.00 \$6,795.00 \$3,397.50 \$39.20	\$84,802.00 \$7,067.00 \$3,533.50 \$40.77	\$88,194.00 \$7,349.00 \$3,674.50 \$42.40	\$91,722.00 \$7,643.00 \$3,821.50 \$44.09	\$95,391.00 \$7,949.00 \$3,974.50 \$45.86	\$99,207.00 \$8,267.00 \$4,133.50 \$47.69	\$103,175.00 \$8,598.00 \$4,299.00 \$49.60	\$107,302.00 \$8,942.00 \$4,471.00 \$51.58

Director of Community Development

SUMMARY DESCRIPTION

Under administrative direction, oversee, direct, plan, and manage the activities and operations of the Community Development Department including Planning, Inspection Services and housing programs, services, and activities; represent the City Council policies and programs; coordinate assigned activities with other departments and other agencies; and provide highly responsible and complex administrative support for the City Manager; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification that has responsibility for managing and directing the Community Development functions, including Planning, Economic Development, Housing, and Inspection Services.

REPORTS TO

City Manager or designee.

CLASSIFICATIONS SUPERVISED

Staff assigned to the Community Development Department.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Department activities including planning, inspection services, and housing programs.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies; and participate in current and advanced planning functions.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct and implement changes.
5. Plan, direct, and coordinate, the Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
6. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; and approve expenditures and implement budgetary adjustments as appropriate and necessary.

7. Oversee the City's Community Development Block Grant, HOME, First Time Homebuyer, and Housing Rehabilitation programs; prepare HUD Annual Report and amendments.
8. Interpret applicable laws, rules, codes, and regulations; develop and recommend adoption of codes and ordinances, as well as revisions to existing codes and ordinances.
9. Direct and participate in complex regional and joint planning studies; responsible for oversight of the City's development review process; and consult and provide advice on Community Development issues to the City Manager and City Council.
10. Oversee and participate in the maintenance and update of the City's General Plan.
11. Develop neighborhood revitalization programs and creative programs in support of a jobs/housing balance.
12. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence as required by other governmental agencies; and provide advice and support for Department staff.
13. Represent the Community Development Department to other departments, the public, community organizations, elected officials, and outside agencies; coordinate assigned activities with those of other departments, outside agencies and organizations.
14. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of community/economic development; incorporate new developments as appropriate.
16. Prepare and administer the City's Public Facilities Impact fees and City Planning Application fees, including preparing the Public Facilities Financing Plan and base Planning fees, preparing the annual updates of fees and making determinations of which fees to charge.
17. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; and manage assigned committees, including scheduling and chairing the meetings, reviewing and preparing agendas, reports, minutes, and public hearing notices, and assigning work.
18. Oversee and participate on a variety of boards, commissions, and committees.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive Community Development Department including planning, economic development, inspection services, housing and related programs and functional areas.

Advanced principles and practices of land use planning and their application to a variety of planning problems.

Advanced principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Legislation related to economic issues.

Short-term and long-term economic trends in local, county, state, and national economy.

Advanced methods and techniques of effective technical report preparation and presentation.

Public housing administration, including rehabilitation and financing.

Contract and grant development and administration.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Research methods and statistical analysis.

Environmental review procedures and impacts from changes in land use.

Graphic illustration and presentation.

Use of computer and computer applications in program and services development and evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent Federal, State, and local laws, codes, and regulations including laws, regulations, and policies affecting land use, zoning, and housing.

Ability to:

Manage and direct a comprehensive Community Development Department.

Provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Read and interpret laws, ordinances, general plan elements, environmental impact statements, maps, and other documents related to community planning and land use.

Collect, analyze, and interpret economic and physical data pertaining to planning and zoning, including the interpretation of maps and plans.

Direct the preparation and prepare a variety of planning studies and reports.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Perform the most complex professional studies and environmental reviews..
Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in urban planning, landscape architecture, public administration, or a related field.

Experience:

Three years of increasingly responsible experience in planning, community development, or development services including one year of management and administrative responsibility.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.



MEMO

Date: February 21, 2023
To: Dwayne Jones, City Manager
From: Garth A. Pecchenino, PE, PLS
Subject: City Project Status

Project No.: 230013 /

The following will provide a brief report on the status of various projects and items being addressed by QK staff or working with City Staff to provide assistance of the last month.

Water Plant replacement project:

Project is being reviewed for State Funding only, City staff has provided State staff with additional financial information.

Rate Study: No Change

The report will be update with the comments from the State Board staff on the Construction Documents to reflect the current cost for the project to establish the proposed rates. Then update rates will be presented for review at a future meeting based on the new estimated project cost. The proposed schedule will be adapted to meet the time available between bid opening and start of construction. -

Valeria Street Project – The project is now being reviewed for the construction funding, The Caltrans Staff has asked for an additional environmental exemption document to be prepared and we are completing this document, estimated delivery is middle of next week.

Thomas Street Project – The Contractor has paved the street and City staff is moving forward on the striping to open the roadway to traffic

Center Street – Warranty Work – The Contractor will return in the spring of 2023 to complete the work

Wastewater –

Dora Street Lift Station, Electrical Engineer is finishing up his plans so we can move the project forward for completion and bidding.

Drought Planning – No Change

Senate Bill No. 552 – this bill will require water providers serving between 1,000 and 2,999 connections to develop a Water Shortage Contingency Plan, those systems serving less 1,000 connections will also be required to develop an emergency notification and response plan, this will need to be completed by July 1, 2023.

Other items:

Any changes or update will be provided at the meeting.